



2200 North 33<sup>rd</sup> Street \* PO Box 30370 \* Lincoln, NE 68503-0370 \* Phone: 402-471-0641 \* Fax: 402-471-5528

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## **JOB VACANCY ANNOUNCEMENT**

### **Advertised to Employees and Public**

<b>LOCATION</b>	<b>TITLE</b>	<b>SALARY</b>
<b>Wildcat Hills SRA Harrisburg, Nebraska</b>	<b>Game and Parks Superintendent II Parks Division</b>	<b>*\$20.052/Hr. Position #04033</b>

**\*\*More information about this park location and facility can be found at  
[http://outdoornebraska.ne.gov/parks/guides/parksearch/showpark.asp?Area\\_No=193](http://outdoornebraska.ne.gov/parks/guides/parksearch/showpark.asp?Area_No=193)**

**APPLICATION DEADLINE:** September 10, 2015

**ESSENTIAL JOB DUTIES:** Under general oversight of a regional supervisor, will direct or supervise a management program for the Wildcat Hills State Recreation Area and satellite Bridgeport State Recreation Area. Duties will include grounds keeping, cultural and natural resource management, facility and equipment maintenance, trail maintenance, housekeeping and custodial work, oversight of visitor activities and interpretive programs to include specialized recreational activities and coordination of education programming, events and public recreational use of the new shooting sports complex, oversight of group conference facilities and rental of same, operation and maintenance of campgrounds and related service amenities such as restrooms and boating access sites, partner development, park promotion. Assist with budget development, asset management, master planning, programs and special event development, compliance mandates, interpret and apply State and Federal rules and regulations, visitor/employee protection and safety, enforcement activities and public relations tasks. Administer the hiring, training and supervision of a seasonal workforce, insuring equal opportunity for all employees supervised. Collect data, maintain records and prepare appropriate reports, collect fees, and oversee accounts payable and receivable functions. Perform related work as assigned

**NOTE:** This position will require an employee to possess a valid driver's license, possibly including a CDL license, and may require an employee to complete training or possess special permits, certifications or licenses that allow them to perform their duties safely and professionally or protect the public; or for the purpose to properly manage and provide supervision to staff under their charge for similar assigned duties. This position will be assigned regular days off but will be on-call 24/7. Successful applicant will be assigned regular days off, however due to the nature of this park facility and the services provided, this position will be subject to work schedules that include weekends and holidays, based upon staffing matrix and need, and applicant will be expected to respond to complaints or incidences occurring outside of normal business hours. This position may be required to participate in overnight and extended period travel. Successful applicant may, at the discretion of Agency Administration, be required to reside in state housing provided on site.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of: the principals and techniques of supervision; federal and state laws and regulations pertaining to park administration; the operation and maintenance of park facilities and equipment; procedures and techniques of maintenance and repair of buildings, facilities and equipment; knowledge of planning processes; application of statistical records and reports; training methods and procedures; work performance or other standards of development; program analysis/evaluation; agency doctrines and long range planning documents/processes; budgeting, financial



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planning and cost accounting; policy development; various computer programs that can support assigned duty requirements.

**Skill in:** communicating with individuals and groups with varying technical backgrounds and skill sets to collect and relay information, or make work assignments; listening to and understanding others; prioritizing workloads with proper delegation and assignment of accountability; public speaking, promotion and marketing of activities and events; conflict resolution; staff training.

**Ability to:** follow directions and assimilate information; plan, assign, supervise and evaluate the work of supervised staff and contractors; apply federal and State laws and regulations pertaining to park operations; learn and apply agency rules and regulations; collect data and prepare reports for use in operational decisions; interpret, apply and enforce park rules and regulations for visitors and staff; establish and maintain effective working relationships with the public, agency staff external agencies and special interest groups; plan, manage, implement and evaluate special events and services, develop presentations and programs and answer questions regarding park regulations and related topics; demonstrate professionalism; operate basic computer software and hardware.

**REQUIREMENTS:** Bachelor's degree in Park/Recreation Management or a related field plus 2 years related experience including a minimum of 1 year in a supervisory or lead worker capacity. Related coursework/training and/or experience in park/recreation management or related field may substitute for the Bachelor's degree on a year-for-year basis.

**TO APPLY:** Apply on line at [statejobs.nebraska.gov](http://statejobs.nebraska.gov). Applications must be entered on or before the application deadline to be considered.

\*Persons new to Nebraska state government will be hired at the starting pay level. Pay rates for current Nebraska state government employees that are promoted/transferred to this position will be determined by the appropriate labor contract or Classified System Personnel Rules.